

SHOW ME EXPRESS

State Library Newsletter

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Message from the State Librarian

Robin Westphal, State Librarian



As we continue our mix of isolation and trying to provide for our patrons, our children and our partners, it is hard to feel confident that we are doing everything right or even to the best of our ability. We are wearing our masks. We are navigating with some

hybrid of full service and personalized service. We are striving for better, instead of back to normal. The reality is, though, we are tired. We are stressed and we are unsure. We make mistakes and we are hard on ourselves.

Here is what I have learned about myself over the last six months. I want to be in charge and fix things for people. I have concentrated on

giving others grace, because I feel that helps make things better for them. I have a hard time focusing on myself because focusing on someone else means my needs stay in the background. All of you reading this are doing the same thing, I would guess. We are running on adrenaline, when the reality is, we are experiencing grief. We grieve for our life before March. We grieve for what this summer could have been. We grieve for our patrons and missed personal connections at conferences or meetings. I grieve for the time I have missed with my grown children.

Allow yourself to grieve. Allow yourself to go through the stages of grief: denial, anger, bargaining, depression and yes, finally acceptance that this is our reality now. And by all means, give yourself grace.

Missouri State Library News

Free ALSC Toolkit for Navigating the Pandemic with Youth

This spring, as many families sheltered in place due to the COVID-19 pandemic, the use of digital media for information, education and entertainment skyrocketed. Now more than ever, the work of children's librarians, serving as media mentors, is essential. In response to this need, the Association for Library Service to Children is offering free access to media mentoring tools

and resources to support library professionals in all types of libraries. Resources include a variety of booklists with selections meant to assist children with understanding and healing from challenging situations like catastrophic illness, unexpected moves and the loss of a loved one. Click [here](#) for resources.

Workforce Development Webinar Series

The Missouri State Library-Library Development Division has partnered with the University of Missouri Extension to present webinar series on workforce development. These sessions focus on how to help local libraries better tackle the workforce issues in their communities.

These 30-minute webinars cover a variety of topics such as: Becoming a Recovery-Friendly Employer, Working with Justice-Involved

Population, The Future Workforce: Skills and Opportunities for the 21st Century, and many more. The next session of the Workforce Development series will be on Thursday, Sept. 17, 1 p.m. Register at: <https://attendee.gototraining.com/r/2307361843044545025>.

For questions, contact Merideth Johnson, merideth.johnson@sos.mo.gov or (573) 751-1822.

New Webinar Series Coming in September

Starting Sept. 23 at 10 a.m., our new series **Autism in Libraries** will launch. The goal of this webinar is to promote successful experiences between library staff and their patrons with Autism Spectrum Disorder (ASD). Library staff will see first-hand through video simulation what it feels like to have autism. They will learn the definition, symptoms and traits of ASD. In addition, participants will learn what to expect and how to respond effectively, as well as how to set mutually beneficial boundaries and rules that support visitors with autism. Evidence-based strategies will be presented that improve

the visitor experience before, during and after a visit to the library. With a deeper understanding of the disorder, staff will learn how to empathize and establish relationships with adult visitors on the spectrum, so they feel welcome and want to return to the library. Register at:

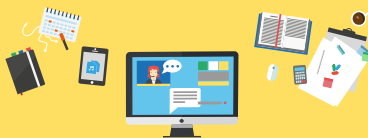
<https://attendee.gototraining.com/7f237/register/6124668302745827329?tz-America/Chicago>

For questions, contact Merideth Johnson, merideth.johnson@sos.mo.gov or (573) 751-1822.

Impact of Digital Divides Webinar

Digital divides are no mystery to librarians but the pandemic has underscored the necessity of internet for all homes. In this webinar, learn about the various digital divides, potential solutions for families, and increasing risks caused by a growing digital divide—lack of education about

cybersecurity best practices. Presented by Amy VanDeVelde, National Technology Program Director of The Oasis Institute, this webinar will take place in GoToTraining on Sept. 29, 10 a.m – 11 a.m. Registration is required and can be completed at [Impact of Digital Divides](#).



Upcoming Webinars from MOREnet

HeritageQuest Online: For Student Learning, Sept. 16, at 9 a.m.

This 30-minute session will provide you with an introductory overview of HeritageQuest. After this session, you should be able to demonstrate how HeritageQuest online can be used by students of all ages to help with

school assignments. Additionally, you will learn how HeritageQuest can be used to create lesson plans and assignments. [Registration for this session is available at MOREnet's Online Resources Training page.](#)



HeritageQuest Online: An Overview, Sept 16, at 10 a.m.

This 30-minute session will provide you with an introductory overview of HeritageQuest. After the webinar, you should be able to describe the type of content that can be found in HeritageQuest. The trainer will also review the collections,

demonstrate research aids, and share tips for getting started with family history research. Registration for this session is available at MOREnet's [Online Resources Training page](#).

Upcoming MALA Trainings

Management and Supervisory Support Webinars

Oct. 21 and Nov. 19

Readers' Advisory Webinar

Dec. 9

How to Stop Micromanaging and Start Leading with Pat Wagner, Principal, Pattern Research on Wednesday, Sept. 16, 10 a.m.

Micromanagers try to control every aspect of how things are done, and it's a trap even the best managers and supervisors have a hard time avoiding. Pat Wagner will explain how micromanaging wastes valuable time and limits the potential of your most creative employees. This management and supervisory skills webinar

will provide you with the tools needed to spot micromanaging behaviors, let go of the right things, and learn how to include others' ideas and perceptions constructively--making you a better and more effective manager. For more information click [here](#).

Turning the Page: Successful Book Clubs in the Post-Pandemic Era with Jenny Ellis, Librarian, St. Joseph Public Library on Wednesday, Oct. 14, 10 a.m.

Library services have been tremendously challenged since COVID-19, and book clubs have been especially hard hit. Book clubs are a core element of libraries. Book clubs have always helped readers share their experiences while expanding their minds by encountering new people and new viewpoints. Jenny Ellis, a longtime book club moderator and enthusiast,

will explore the many ways book clubs can adapt to change and still provide a quality experience for participants. Learn how to make your virtual book club an essential part of your library's service strategy going forward. Book clubs can do more than survive in the new era – they can thrive. For more information click [here](#).

Records Retention at Your Library

Got questions on how to read the Records Retention Schedule? Check out [Retention Basics – Using the Retention Schedules](#) created by the

Local Records Preservation Program, a division of the Missouri State Archives.

To meet or not to meet?

We have a lot of meetings, probably more now in the COVID-19 era. As a matter of fact, you may be reading this while in a meeting. With modern technology it takes seconds to create a meeting in an online platform and, bam, you're off and running. But have you ever thought about what makes meetings work and the amount of work the meeting is displacing for the attendees? In one of my first college courses in management, the professor vehemently stated "meetings are one of the largest wastes of time in an organization." Atlassian estimates the average employee spends 31 hours per month in [unproductive meetings](#) and interestingly enough, it also shows IQ level can drop by 10 points by fielding constant email (I digress).

To this end, I recently read the Slate article [The Scourge of Meetings: Everyone agrees that meetings are terrible. Why must we sit through so many of them?](#) In this article the author Alison Green points out five things to improve the function of meetings and perhaps some reasons not to have a meeting.

1. Meetings shouldn't be used to convey information that can easily be conveyed in a memo or email. They should be reserved for topics that truly require back-and-forth discussion.

2. When inviting people to meetings, organizers need to think about who really needs to be present and whether attendance should be optional.
3. Every meeting should have a written agenda with a clear statement about what outcomes it is designed to achieve. If an organizer isn't sure, the meeting should be delayed until that's worked out.
4. Anyone running a meeting must be responsible for ensuring the group sticks to its agenda. That means cutting off ramblers and redirecting tangents, ensuring the meeting ends with clear action steps or takeaways, and starting and ending on time.
5. Employees should be empowered to decline meeting invitations that conflict with higher-priority work. The Harvard Business Review devoted an article to [getting out of meetings that waste your time](#).



Workforce Development Webinar Series

Government documents are some of the most fascinating collections, because they cover all topics addressed by Congress, the judicial system, and the executive departments. That means they can include just about anything and everything!

On the Reference Services [Federal Government Information guide](#), you will find all kinds of government resources on a wide variety of topics. From census statistics to court opinions, the national budget to congressional research reports, this guide is a fantastic resource for any research or interest you and your patrons may have.

For example, our [By Topic](#) and [Digital Libraries](#) pages feature freely accessible sites and publication databases from most federal departments. Below are just some of the interesting things you can find:

- [Benefits.gov](#) allows users to find government benefits they may be eligible for. Use this tool to connect your patrons to employment, healthcare, financial, and other assistance they need.
- [Congress.gov](#) is the best place to find bills, committee hearings, and anything else happening in the House or Senate. →

- On [NASA's website](#) you will find updates on current missions and satellite imagery, as well as research in their [Technical Reports](#) database. You can even watch informational programs on [NASA TV!](#)
- The interactive [US Geological Survey's National Map](#) combines topical maps with many other geographical features. Add layers and data to display watersheds, current weather, transportation routes and more.

If you or your staff have questions about federal government information resources, our

[Missouri State Publications database](#), or anything else related to the State Library's resources, please contact Reference Services by phone, email, or chat. We are available Monday through Friday, 8 a.m. to 5 p.m., and are always happy to help!

Phone: (573) 751-3615

Email: libref@sos.mo.gov

Chat: visit mostate.libguides.com and click the "Ask Us" tab on the right



New! Leadership Books From The Missouri State Library

[How to Write a Killer LinkedIn Profile...and 18 Mistakes to Avoid](#) by Brenda Bernstein

[96 Great Interview Questions to Ask Before You Hire](#) by Paul Falcone

[Career Errors: Straight Talk About the Steps and Missteps of Career Development](#) by Frank Burtnett

[The Fearless Organization: Creating Psychological Safety in the Workplace for Learning, Innovation, and Growth](#) by Amy C. Edmondson

[Face to Face: The Art of Human Connection](#) by Brian Grazer

[I Hear You: The Surprisingly Simple Skill Behind Extraordinary Relationships](#) by Michael S. Sorensen

[Empathy: Why It Matters and How to Get It](#) by Roman Krznaric

[The Empathy Effect: Seven Neuroscience-Based Keys for Transforming the Way We Live, Love, Work, and Connect Across Differences](#) by Helen Riess, MD

[Think Like Einstein: Think Smarter, Creatively Solve Problems, and Sharpen Your Judgment](#) by Peter Hollins

[Character Carved in Stone: The 12 Core Virtues of West Point that Build Leaders and Produce Success](#) by Pat Williams

We are pleased to offer direct borrowing from the Missouri State Library to Missouri public library directors and branch managers for continuing education and professional development.

State Library cards are issued in the name of the library director or branch manager. Directors and branch managers are encouraged to borrow items for any of their library's staff with this card by placing a request in our [catalog](#).

To sign up for a card, visit our [guide for Missouri public library directors](#). The guide also features new books, government publications, and other helpful resources.

For assistance with placing requests, obtaining a card, replacing a card, or for additional information, please contact Reference Services by phone, email, or chat. We are available Monday through Friday, 8 a.m. to 5 p.m., and are always happy to help!

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Chat: visit mostate.libguides.com and click the "Ask Us" tab on the right

Around the State

Welcome New Directors!

Sandra Bain – Appleton City Public Library



The Stone County Library

The Stone County Library recently completed its renovation of the Crane Branch. The Library gained almost 4,000 square feet of space by

expanding and renovating. There was a ribbon cutting on Sept. 3.

Carthage Public Library - Fire Suppression/Sprinkler Disaster July 2020

Julie Yockey

The Carthage Public Library is no stranger to dealing with disasters, just not as large as the one they are dealing with now which occurred on July 12 at 10:30 p.m. Three years ago, the library suffered a total loss of both roofs on the original Carnegie building as well as the main library addition due to extensive hail damage. In January of this year, a freak hailstorm clogged roof drains and flooded the entire Community Room area where events were held. We just completed the renovation of that area and were ready to offer programming again when we were forced to close due to COVID-19. The library was closed completely for two months, opening again for curbside services in May. We were sailing along and were able to open up for limited services and hours for one month, when at that time Carthage experienced a huge community spread of COVID-19 so we were forced to close once again. On July 12, the night before we were to open the library for patrons, two fire suppression sprinkler heads in the attic

of the original Carnegie Library fell over, popped and proceeded to flood the library to the tune of 3,000 gallons of water a minute for almost 50 minutes. My beautiful historic library was ruined and along with it about \$100,000 in materials and furnishings. Due to COVID-19, all of our quarantined materials were being housed in the basement Community Room as well as all of the children's manipulatives and furnishings that had been removed throughout the library due to COVID-19. Everything mentioned was a total loss. Our IT room/adult education room suffered a huge loss, storage for holiday decorations and maintenance rooms were effected as well. During the previous disaster in January, all of our PPE, paper products and cleaning wipes were destroyed. We had just replenished them in June, now we were without again. This was just the damage in the basement. The water sprinklers broke in the attic just west of the original rotunda. The areas affected on the 2nd floor were reference, periodicals and rare books,



as well as audio-visual materials. Ceilings collapsed, original hardwood floors were ruined along with the original horse-hair and mud-plastered walls and all of the furnishings. SERV PRO was on site at our

library within 12 hours and they brought with them a huge semi-sized dehumidifier where it stayed for three weeks. The walls would not dry, the floors would not dry and neither would the ceilings. Yes, we worried tremendously about mold, and continue to monitor the situation, but to date, we are thankfully ok in that arena! We have so much to be thankful for. Robin, our wonderful State Librarian, had stayed in touch with me during the COVID-19 outbreak as Carthage was and still is a hotspot in southwest Missouri. Her concern for us there turned immediately to her concern about all of our



damage. After my cries for help and desperation, she and Debbie Musselman and Terry Blauvelt put their heads together and secured for us an emergency grant application. The funds are a godsend. Another blessing

we have realized are our friends: library directors across the state that have called, emailed, reached out to us to offer any kind of help we

needed to get through this time. Our insurance company will not reimburse us for the books from lending libraries. There was a total of \$7,500 in materials lost to them, and once the lending libraries heard about our situation, not one of them wanted to be reimbursed! We love you guys! Blessings continue to abound. My board has allowed me to pay all of my staff for their normal hours even though we have not worked a normal week since February. I have not had to lay one person off, and my staff is forever grateful. My staff has worked and worked and worked from that very next day cleaning, moving, improvising and pitching in to do all they can to help us deliver at least curbside services to our patrons. We are quite good at it, and don't get me wrong we can't wait until the day we can open our doors again. That day may not be for two to three months, but we will be ready. Patrons have been extremely supportive and understanding, they are a blessing as well. As some of you know, we are in the process of finishing our new education/makerspace building. The general contractor that built that building for us simply kept his workers at the library and began the demolition of the disaster area on July 13. Blessings abound in the midst of so many things to be stressed about. I wondered if I would ever be able to handle COVID-19 and a new building, but add such a huge disaster on top of it, it almost threw me into a running panic! I didn't quit; I have great support, people who love our public library and really want to see her back to being the "Gem of Carthage" once again.



Grant Opportunities

Author Visit Grant • **DEADLINE: Ongoing**

This grant is specifically designed for school or public libraries to bring an author to their community. Grants range from \$500 up to \$5,000. All travel for the author must be included as part of a flat rate fee for the author. Other additional costs allowable: publicity and promotional items, up to \$500 towards library materials for collection development

related to the project, additional staff hours, and transportation for youth from school or licensed child care. These grants are supported by IMLS under the provision of the Library Services and Technology Act as administered by the Missouri State Library. Questions? Contact Lysha Thompson, Youth Services Consultant, at (573) 522-9564 or lysha.thompson@sos.mo.gov.

Show Me Steps to Continuing Education: Individual Training Events • **DEADLINE: Ongoing**

Interested in attending a professional development opportunity, but need additional funds? Show Me Steps to Continuing Education grants provide reimbursement for up to 75% of the costs of an eligible, non-credit continuing education event. These grants are supported by

IMLS under the provision of the Library Services and Technology Act as administered by the Missouri State Library. If you have questions about Show Me Steps grant opportunities, please contact Merideth Johnson at (573) 751-1822 or merideth.johnson@sos.mo.gov.

Show Me Steps to Continuing Education: Group Training Events • **DEADLINE: Ongoing**

Do you want to bring an expert to your library for training? This is a competitive grant program that provides funds for a host library or library consortium to plan and provide group training(s) on current, relevant, unique and/or in-demand topics at a local, regional or statewide level. Grants range from \$500 up to \$8,000. These

grants are supported by IMLS under the provision of the Library Services and Technology Act as administered by the Missouri State Library. If you have questions about this Show Me Steps grant opportunity, please contact Merideth Johnson at merideth.johnson@sos.mo.gov or (573) 751-1822.